

SUN CITY WEST FIRE DISTRICT		Number:
OPERATIONS MANUAL		3.21
Section: Job Descriptions	Effective Date: 10/18/2007	Revision Date:
Subject: EMERGENCY MEDICAL TECHNICIAN	Page 1 of 5	Fire Chief:

POSITION TITLE: Emergency Medical Technician (Basic / Certified Emergency Paramedic)

TYPE: Appointment or Promotion
REPORTS TO: Fire Captain
FLSA STATUS: Non-Exempt
CLASSIFICATION: Civilian (Non-Sworn)
WORK SCHEDULE: 24 Hour Shift / 56 Hour Work Week
PAY RANGE: 100

GENERAL PURPOSE/DESCRIPTION:

The Emergency Medical Technician - Basic (EMT) or Emergency Medical Technician - Paramedic (CEP) position is a non-fire suppression position within the Emergency Services Division of the Fire District of Sun City West.

All EMT personnel are required to successfully complete an orientation / training program that will consist of, but is not limited to, EMS operations, EMS transportation, EMS skills, physical fitness, and other related subjects.

SUPERVISION RECEIVED

Works under the general supervision of a Fire Captain.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

- Providing Emergency Medical Service (EMS) treatment and transportation in accordance with Arizona Laws, Arizona Department of Health Services (DHS) Rules and Regulations, Regional Protocols, District Policies and Procedures, and Base Station direction.
- Safely drive/operate Fire District EMS apparatus and related equipment.
- Writing reports accurately and in a timely manner, documenting incident data, patient assessment, patient treatment, etc.
- Data entry into district computer system, document individual and crew activities, and maintain appropriate files, as assigned.
- Operate radios and other communication equipment.
- Perform general maintenance work in the upkeep of fire/EMS facilities and equipment.
- Maintain minimum inventory/stock of EMS equipment and supplies.
- Participate in EMS training programs, community service and education, and other related programs.
- Interact with, support, and assist Fire District employees as directed within the chain-of-command.
- Participate in district physical fitness programs.

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- Participate in district accident prevention programs.
- Maintain required certifications.
- Meet required continuing education requirements.
- Maintain positive working relationship with other agencies in performance of assigned duties.
- Maintain positive working relationship with district employees and public.

PERIPHERAL DUTIES

- Assists in training new employees.
- Support fire fighting crews in performing non-firefighting fire ground related duties (i.e. rehabilitation sector, medical assistance, etc.).
- Serve on various FDSCW committees.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- High school diploma (GED) or equivalent is required.
- Possess current Arizona State EMT-Basic, EMT-Intermediate, or EMT-Paramedic certification.
- A program of study at an accredited college or university with course work in Fire Science, EMS, Fire Administration, Business Administration, or related program is helpful and desirable.
- Certification in PHTLS, BTLs, and PALS, is helpful and desirable. (CEP Specific).
- Instructor certification in ACLS, PALS, PHTLS, CPR, and BTLs, is helpful and desirable. (CEP Specific).

Knowledge, Skills, and Abilities:

Thorough Knowledge of:

- Applicable regulations, procedures, policies, and district services.
- Emergency scene operations and incident command structure.

Working Knowledge of:

- Computer usage and data entry.
- Training techniques.
- English language, spelling, and grammar.
- Business letter writing and report preparation.

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Ability to:

- Successfully complete initial orientation/training program.
- Competently deliver medical services to all customers of the Fire District.
- Demonstrate mechanical aptitude and ability, as required, in the operation of EMS Equipment.
- Perform heavy lifting and maneuvering.
- Successfully complete all training and testing required by district policies and procedures.
- Effectively meet and deal with the public.
- Communicate effectively verbally and in writing.
- Organize and prioritize tasks. Follow projects through completion.
- Effectively apply standard EMS techniques.
- Effectively function within the Incident Command Structure.
- Follow verbal and written directives.
- Work under pressure and/or frequent interruptions.
- Maintain files and records.
- Maintain the confidentiality of reports and other sensitive information.
- Meet Special Requirements, as listed.

SPECIAL REQUIREMENTS

- Must be 21 years or older at time of hire.
- Must possess, or be able to obtain by time of hire, a valid Arizona State driver's license and have a good driving record.
- Must meet insurability requirements of Fire District insurance carrier

SELECTION GUIDELINES

May include any or all of the following: formal application; review of education and experience; written examination or assessment center; oral board(s); practical skill evaluation; physical ability test; personal background overview; background/driver's license verification and check; hiring list; offer of employment; post offer physical examination including drug screen.

TOOLS AND EQUIPMENT USED

Emergency medical apparatus and other emergency medical equipment; radio; pager; personal computer; telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate

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objects, tools, or controls; and reach with hands and arms. Personnel are frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Personnel must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with responding to all types of emergency incidents and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain emergency response or EMS activities when noise levels may be loud.

EXPECTED BEHAVIOR

Staff – Expected Behavior

The incumbent is expected to embrace, support, and promote the Fire District's values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

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Name of Employee (Print) Signature of Employee Date

Job Title of Immediate Supervisor Signature of Immediate Supervisor Date

Job Title of Division/Section Head Signature of Division/Section Head Date

Comments:

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.